# Top 10 Frequently Asked Questions

## 1. Login: Superintendents & Business Managers-

*Contact information for the Superintendents & Business Managers listed in the School Year Education Directory is preloaded into the eGrant system. These administrators are the initial authorized users for their LEAs and they will need to request a login name & password from the eGrant system.

**Step 1:** On the eGrant Login page click the link ‘click here to request a login name’. Fill in all of the required fields of your profile (marked with an asterisk *) and click ‘Request Login’. (These entries must appear exactly as they are indicted in the Education Directory).

**Step 2:** The Login name has been created and a temporary Login Password will be emailed to the address included in your contact profile.

**Step 3:** Return to the eGrant Login page and enter your Login name and temporary Password you received via email and click Login.

**Step 4:** Change the temporary Password to a Permanent password and log in using your Login name and permanent Password. (You must change your temporary password before you can log into the eGrant system).

## 2. Login: Additional Authorized Users-

*Additional authorized users for each LEA may be entered into the eGrant system by the LEA’s administrators. (The LEA administrators are the Superintendent and/or Business Manager). Contact information for new Users must be entered into the eGrant system before they can log into eGrant for the first time. If you are having difficulties, contact your Superintendent or Business Manager to ensure that you have been added as a contact in the eGrant system.

*Once you have been added as a new User by the LEA administrators follow the steps listed above in question #1 to login.

## 3. Why can’t I type/edit in the Narrative Q & A or Budget sections?

**Step 1:** The LEA administrators must set up permissions for contacts by clicking on ‘Assign Grant Permissions/Authorizations’ in the LEA Links menu. When added as an eGrant user into the system, authorized users have read rights. They are only able to read the grant and not make any changes. If you are having difficulties, contact your Superintendent or Business Manager to ensure that you have been granted permissions in the eGrant system.

**Step 2:** The LEA administrator can assign an individual with edit or contact rights on the Permissions/Authorizations page.

**Read Only**-Those with Read Only permission may read any section, but will not be able to make any changes to the application.
**Edit**-A contact with Edit rights will be allowed to complete the narrative and/or budget sections, but will not be allowed to submit those sections.
**Contact**-A contact is assigned to an individual section. He/she will be allowed to complete the narrative and/or budget sections. The contact will be allowed to submit those sections.

## 4. How do I complete the Title I, Part A (School Selection) section (question #3: Selection of Eligible School Attendance Areas)?

**Step 1:** Fill in the table with the number of students. The table will automatically figure the percentage of low-income from the information entered.
**Step 2:** Use the drop down box to choose what type of Title I service is being provided (Schoolwide, Targeted Assistance, or Not Served).
-This will generate an application section in the eGrant home for each school participating in the Title I program. Each school section will need to be completed.

*Private Schools Receiving Title I Services
**Step 1:** Mark those choosing to participate in Title I
**Step 2:** If Title I services are being provided to children in private schools outside your district, click the 'add private school' button.
**Step 3:** Drop down of private schools will appear, choose the private schools with which providing Title I services to
-This will generate an application section in the eGrant home for each school receiving Title I services from your district. Each school section will need to be completed.

## 5. How do I complete the Strengths & Weaknesses Worksheet of the Needs Assessment section (Question #6)?

**Step 1:** Type in the strength or weakness.
**Step 2:** Use the drop-down box to select 'Strength' or 'Weakness'.
**Step 3:** Click 'Add'.
**Step 4:** Click the 'No' to change the need to a prioritized need – 'Yes'.
Those selected as a prioritized need will appear on your goals & objectives question #7
**Step 5:** Current items can be edited. Click the delete button to remove a

‘Strength’ or ‘Weakness’.

**Step 6:** Click the ‘Save Needs Changes” button when completed.

### 6. How do I add a goal in the Goals & Objectives Worksheet of the Needs Assessment section (Question #7)?

**NOTE:** (You’re first instinct is to select the drop down arrow for the “Goal #”, which is incorrect. The goals will automatically number as you proceed. More than one need may be selected for each goal.)

**Step 1:** First click the cancel button at the bottom of the page.
**Step 2:** To create a goal, select a Need (click at least one of the checkboxes).
**Step 3:** Select a Performance Goal from the dropdown box. The (read-only) text of the goal will display in the field next to the Performance Goals dropdown.
**Step 4:** Click the “Add Goal” button

### 7. What do I do if the ‘Add Goal’ button is not displayed?

**Step 1:** If the ‘Add Goal’ button is grayed, unselect the need(s) and hit the cancel button to refresh the page.
**Step 2:** Reselect the need(s) and click the ‘Add Goal’ button.
For best results, use Internet Explorer version 6.0 or better.

### 8. How do I complete the Budget section? Why are the Carryover Amounts not figured into the budget?

**Step 1:** Scroll down & click the ‘Edit Budget Details’ button.
**Step 2:** Click the ‘Add’ button to add a program activity
**Step 3:** Click on the drop down arrow to select a specific program activity
**Step 4:** You must enter a description for each program activity
**Step 5:** When entering the amount, no characters, commas, or periods are allowed. Only positive whole numbers.
**Step 6:** To remove an entry click the ‘Delete’ button
**Step 7:** Click the ‘Save and View Budget Summary’ button when completed

****The Fiscal Representative or Business Manager must approve the budget items before the grant section can be submitted**

The Carryover Amounts will be entered into the eGrant system by the Department of Education once districts have submitted their Project Completion Reports. The estimated time frame is early fall. At that time, the district will need to amend the budgets to include the carryover funds.

## 9. Why can't I print?

**Step 1:** In order to be fully operational, ensure that your pop up blocker is turned off.

## 10. How do I submit the grant? Why can't I submit the grant?

**Step 1:** Each section needs to be completed (both Narrative & Budget sections) prior to submitting the grant. The Business Manager needs to approve the Budget sections. The section contacts need to submit the individual sections.
**Step 2:** Click the 'Submit' button for each section.
**Step 3:** A pop up box will display 'You are submitting all questions under this section'. Are you sure? Click 'OK'.
**Completed-**The grant application or section has been completed and submitted by the appropriate LEA contact. The grant application has not been submitted to the SEA. Changes can still be made to those sections of the application; however the sections will have to be resubmitted by the Section Contact.

**Why is there not a submit button displayed?**
**Step 4:** The Business Manager or Fiscal Representative has not approved the budget section of the grant and/or;
**Step 5:** The individual logged into the eGrant system may have read only or edit permissions and not have the ability to submit sections of the grant.

**Why Can't I Submit the Grant?**
**Only the Superintendent or Authorized Representative can submit the grant.

**Step 6:** Click the 'Submit Grant' button in the upper right corner under **Submit**. In order to be fully operational, you must turn off your pop-up blocker prior to submitting the application.
**Step 7:** Review the Statement of Assurances.
**Step 8:** Enter your signature, by typing your first & last name in the boxes.
**Step 9:** Enter the date of Board Meeting.
**Step 10:** Check the 'I Agree' box.
**Step 11:** Click 'Continue'.
**Locked –** The grant application and all sections have been submitted to the SEA. The entire grant application has been approved and submitted by the Superintendent. Only the Department of Education can unlock a submitted application.